

PROPOSED PROCEDURAL IMPROVEMENT

1. Recommendation: Eliminate "in" and "out" cable logs.

Justification: Regulatory requirements for logs are satisfied by the records maintained in the Registry. This log is only for convenience and control in the Section. The cables are filed by the name of the individual or station concerned and this should be adequate. However, if necessary, additional copies are available for use in a chrono file which would serve the purpose of the log without having to write out the lengthy entries.

2. Recommendation: Eliminate the file of abstracts maintained for all incoming dispatches and adopt the "follow up" system, as provided in attached chart.

Justification: The complete file serves no real purpose and better control of action in pending cases can be maintained with less effort, if the slips are used as proposed.

3. Recommendation: Discontinue receiving and filing "run off" copies of requisitions.

Justification: The carbon copy of requisitions prepared by the Logistics Section is used for posting and the "run off" copy is not being used for anything.

4. Recommendation: Check availability of funds and post obligation in the same operation.

Justification: The present practice of having one person check the availability of funds and another post the obligation requires two references to the same information in the Allotment Control Ledger. Some time can be saved if both operations are done by the same person. This will probably be necessary if the proposed reorganization is effected.

5. Recommendation: Discontinue sorting the T & A cards by employee number before returning to Payroll.

Justification: The Chief of Payroll states that sorting by the Division is unnecessary. The employee number is punched in the cards which are machine sorted by Payroll.

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6. Recommendation: Reduce the time required for preparation of Duty Status Reports. (SEA/Comp. states action is pending on this which may permit reporting by exception. However, if this is not accomplished, other action can be taken as described below.)

Justification: A monthly Duty Status Report must be prepared for each agent. There are usually a few changes but in most instances the only difference is the pay period and the date. If no action is taken on the proposal described by the SSA/Comp., some time can be saved by preparing a master report for each agent but omitting the pay period and date. The master report would be used for duplicating the monthly reports on which the date and pay period would then be stamped. The Ozalid process appears to be the most appropriate. Management Staff will make arrangements for the use of equipment now in the Agency, if this procedure is adopted.

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